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GENERAL INSTRUCTIONS

FOR

GEOGRAPHIC ATTACHES

PROVISIONAL

FEBRUARY 1960

These revised instructions are not intended to replace 4 FSM 941, which is for the use of any mission, whether or not a Geographic Attaché is assigned there.

State Department Declassification/Release Instructions on File

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CONTENTS

	<u>Page</u>
I. The Inter-Agency Map Procurement Program	1
A. Responsibility of the Inter-Agency Map Procurement Program. .	1
B. Agencies Served	1
C. Implementation of the Program by the Department of State and the Foreign Service.	1
D. Part of the Geographic Attachés in the Program.	1
E. Professional Direction by the Coordinator for Maps.	2
II. Relations with Posts	2
A. Supervision within the Embassy.	2
B. Relations with other Embassy Officials.	2
C. Clerical Assistance	2
D. Travel - Planning Itinerary	3
E. Service to Embassy.	3
III. Requirements	3
A. New Maps of Immediate Interest.	3
B. Specific Requirements	3
C. General Requirements.	4
1. Summary of Agencies' Requirements.	4
2. Individual Agencies' Special Requirements for Maps . . .	4
D. List of Publications and Manuscript Materials	6
1. Types of Publications.	6
2. Individual Agencies Additional Requirements.	7
E. Reporting Requirements.	7
1. Monthly Report	8
2. Organization Reports	8
3. Personnel Reports.	9
4. Aerial Photography Project Reports	9
5. Data on Exchange Organizations	10
6. Special Reports.	10
IV. Procurement of Maps, Publications and Information.	11
A. Sources	11

CONFIDENTIAL

CONFIDENTIAL

	<u>Page</u>
B. Procurement by Purchase	11
1. Central Fund	11
2. Administration of Funds in Post.	12
3. Use of Purchase Arrangement.	13
4. Purchases for Agencies not Contributing to the Central Fund.	13
C. Procurement by Exchange	13
1. Type of Exchange	13
2. Negotiation and Maintenance of Exchanges	14
3. Material Available for Use on Exchange	15
D. Procurement by Gift	18
E. Procurement by Reproduction	18
V. Transmission of Maps, Publications and other Information to the Department.	18
A. Use of OM's, Despatches, Letters, Telegrams	18
B. Content of Communications	18
1. Itinerary.	18
2. Obstacles.	19
3. Time Required.	19
4. Irregularities in Delivery of Mail	19
C. Enclosures.	19
D. Classification of Communications.	19
E. General Procedures in "Official-Informal" Correspondence with IRC/M	19
F. Transmittal Lists	20
G. Transmitting Copies in One Shipment	20
H. Purchased Materials	20
I. Classification.	20
J. Large-sized Pouches	21
K. Freight Packages.	21

Appendix A: General Summary of Agencies' Requirements

Appendix B: Representative List of Special Subjects

Appendix C: Organization Reporting Guide

CONFIDENTIAL

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GENERAL INSTRUCTIONS FOR GEOGRAPHIC ATTACHÉS

Provisional February 1960

I. The Inter-Agency Map Procurement Program

A. Responsibility of the Inter-Agency Map Procurement Program

The Inter-Agency Map Procurement Program is responsible for the coordinated procurement of maps and related publications for all United States mapping agencies and for a systematic program of reporting on foreign mapping and mapping agencies. This world-wide program accounts for the collection of over 20,000 maps in some 60,000 total copies annually and of some 10,000 related publications, and for the preparation of hundreds of intelligence reports of interest to mapping agencies. The program does not monopolize map procurement, but is fully coordinated with the exchange programs maintained by some of the participating members with like agencies overseas.

B. Agencies Served

Agencies participating in the map procurement program are: the Department of State; the Aeronautical Chart and Information Center; the Army Map Service; the Central Intelligence Agency; the Navy Hydrographic Office, the Office of Geography, Department of the Interior; the Geological Survey; the Coast and Geodetic Survey; the Library of Congress; and the National Security Agency. These agencies contribute their own resources and facilities to the program. Ninety percent of the maps received go to the three major map libraries which maintain comprehensive coverage.

C. Implementation of the Program by the Department of State and the Foreign Service. (See FSM 941)

The responsibilities of the Department of State and the Foreign Service posts for the Map Procurement and Geographic Reporting Program are outlined in detail in Foreign Service Manual Section 941. The budget and administrative responsibility for the program is in the Bureau of Intelligence and Research, and the Coordinator for Maps, designated as IRC/M, is charged with responsibility for the professional direction of the program and for initiating administrative actions in the Department. Requirements for procurement are placed on all foreign missions. In addition, the Foreign Service provides seven specially trained Geographic Attachés whose sole responsibility is to implement the procurement and reporting program for their assigned area of responsibility.

D. Part of the Geographic Attachés in the Program

Upon the several Geographic Attachés depends the success of the program. The Geographic Attaché must search out obscure sources for maps, conduct intricate negotiations to set up new exchanges or renew old exchanges which have lapsed, arrange for authoritative manuscript work on maps and for reproduction of maps not available for retention, negotiate for release of maps where procurement involves limitation on their use, obtain detailed information

for the reporting program, and in some instances initiate conversations leading to joint mapping programs. The routine ordering of maps from bookstores and well-known publishers constitutes but a small part of his responsibility.

E. Professional Direction by the Coordinator for Maps

Within the Department the Geographic Attaché program is administered by the Coordinator for Maps (IRC/M). He is responsible for the selection and training of Geographic Attachés, coordination of the general and specific requirements of the mapping agencies, advance planning of itineraries, administration of the Central Fund for map purchases, liaison within the Department and with other agencies, support of the exchange program and for the general administrative support of the Geographic Attaché program.

II. Relations with Posts

A. Supervision within the Embassy

In most posts of residence the Geographic Attaché works under the immediate supervision of the Administrative Officer. However, in some posts the supervision may be assigned to another officer. At his post of residence and on visiting at other posts in his area of assignment the Geographic Attaché should fully acquaint the officer responsible for his supervision with his mission and discuss with him any problems in carrying out his assignment. The Geographic Attaché's supervisor in the post can often advise as to when clearance is needed through the foreign office and how this can be obtained.

B. Relations with other Embassy Officials

Army and Air Attachés should also be informed of the Geographic Attachés missions and should be provided with copies of pertinent correspondence of concern to their offices. Army and Air Attachés are normally advised in advance of planned Geographic Attaché visits. The Navy Attaché is normally less concerned with Geographic Attaché activities, but should be informed if matters of concern to the Navy Hydrographic Office are involved.

Reports of interest to political or economic officers should be cleared with the Embassy officers concerned. These officials can often be of assistance to the Geographic Attaché in suggesting appropriate contacts for obtaining answers to requirements. Copies of reports prepared after leaving a country can be supplied to Embassy officials from Washington on request of the Geographic Attaché.

C. Clerical Assistance

Clerical assistance for the Geographic Attaché varies from post to post. The Administrative Officer in the post is responsible for the assignment of the clerical force available and the Geographic Attaché should be sure that this Officer is fully aware of his need for clerical assistance.

D. Travel - Planning Itinerary

Travel must be budgeted well in advance. For budget purposes a tentative itinerary should be agreed upon by the Geographic Attaché and the Coordinator for Maps some 15 months in advance of the beginning of the fiscal year. The Geographic Attaché should then discuss this proposed itinerary with the Administrative Officer at his post of residence. The agreed itinerary should then be incorporated in a memorandum to the Administrative Officer. A similar memorandum will be drafted by the Coordinator for Maps to be forwarded to the appropriate Bureau. About three months before the beginning of the fiscal year the proposed itinerary should be reviewed by the Geographic Attaché and the Coordinator for Maps and new memoranda prepared confirming or revising previous travel plans and requesting appropriate allotment of funds for travel and per diem. In EUR and NEA posts, funds for Geographic Attaché travel are specifically included in the post budget. In the other areas travel authorization is made from Washington. At posts where travel funds are allotted, the Geographic Attaché should keep the Coordinator for Maps informed as to the status of travel funds.

E. Service to Embassy

It is the general policy of IRC/M to supply maps for Embassy use. Geographic Attachés should furnish this service to the mission at which they are assigned and to the Embassies they visit on procurement missions. Maps published in the United States will be supplied to the Geographic Attaché by the Coordinator for Maps. Maps purchased locally can be charged to IRC/M funds.

When requests for atlases are received, the Geographic Attaché should provide guidance in the selection of the atlas, but should ordinarily arrange for the purchase through Embassy funds. Similarly, any request involving a considerable sum, such as a great many copies of a single map sheet, a wall map or a globe, should be diverted to normal Embassy purchase channels.

The Geographic Attaché can render considerable service to the Embassy not only in supplying needed maps, but also in assisting in problems of location, geographic nomenclature, boundaries, internal divisions, evacuation routes, agriculture, consular districts and the like.

III. Requirements

A. New Maps of Immediate Interest

New maps of immediate interest should be sent to IRC/M by air pouch, in two copies. (Additional copies obtained can be sent in the usual manner.)

B. Specific Requirements

Specific requirements are sent to the Geographic Attaché in the form of want lists, procurement requests, or as individual items in OMs and official-informal correspondence. In most cases these requirements are in a form that can be handed directly to the source. These requirements represent currently evaluated needs and may well vary somewhat from the Summary of Agencies'

Requirements. Where specific requests have been furnished to the attachés, they of course, take precedence over general requirements.

C. General Requirements

1. Summary of Agencies' Requirements

The basic requirements of the participating agencies for several types of maps and other publications have been tabulated for ready reference in the Summary of Agencies' Requirements (CONFIDENTIAL), Appendix A. This summary is revised as frequently as modifications in the needs of the agencies require. Attachés are kept informed of changes. A representative list of special subjects is given in Appendix B.

2. Individual Agencies' Special Requirements for Maps

a. Army Map Service

Army Map Service would like specific maps as follows, in addition to those on special-subjects indicated in Appendix B.

- (1) Physical-type wall map of the country, unmounted.
2 copies.
- (2) Air charts for any area not covered by adequate topographic coverage.
- (3) Geological maps for any area not covered by either adequate topographic maps or air charts.
- (4) Examples of relief models (three dimensional) or information on such relief models.
- (5) Geodetic and geophysical maps
 - (a) Triangulation and leveling networks
 - (b) Location and trigonometric points
 - (c) Gravity
 - (d) Magnetic declination

b. Library of Congress

Library of Congress would like to be kept informed regarding the availability of rare or old maps and atlases, that are presumed not to be already in its collection. LC is also interested in facsimilies of old maps and atlases.

c. U. S. Navy Hydrographic Office

Nothing is required from a foreign hydrographic office or similar agency with which the Hydrographic Office has its own exchange. In a country that has no government hydrographic office, any hydrographic chart coverage available should be procured. Information is desired on publications on oceanography.

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d. National Security Agency

The National Security Agency is interested only in the following areas:

- (1) Sino-Soviet Bloc
- (2) Mainland Asia and Indonesia
- (3) Africa south to the equator, including Belgian Congo and Tanganyika

e. Coordinator for Maps, Department of State (IRC/M)

(1) Special Subject Requirements

IRC/M has responsibility for supplying maps for intelligence research needs. This will include not only the special subjects listed in Appendix B, but also maps of subjects more closely tied to intelligence needs. The following list is suggestive:

- (a) Telecommunications lines reserved for security forces
- (b) Monthly average directional winds
- (c) Freight capacity on railroads
- (d) Well sites in arid lands
- (e) Petroleum exploration concessions
- (f) Development projects and planned regional development projects
- (g) Detailed boundary maps
- (h) Distribution of tribes and their sphere of activity
- (i) Undeveloped airfields
- (j) Large-scale vegetation maps with quantitative data
- (k) Hydrological developments
- (l) Annotated topographic sheets to show cultural changes
- (m) Details of population characteristics

(2) Copies for Depositories

Two additional copies of significant specialty maps, including plans of the more important towns. These are required under the program of assembling a file of the more useful maps in depositories which are physically remote from the main collection of maps.

These two copies are required in addition to all other requirements, and may or may not be included in the want list depending on what knowledge IRC/M has concerning the value of the map listed. If only two file copies are requested and the map appears to be good to have in the depository, two additional copies should be procured. They may be purchased from regular Departmental funds.

CONFIDENTIAL

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(3) Multiple Copies for Distribution

Multiple copies for distribution (to be procured in addition to the copies for the loan-copy collection, and in addition to the copies for depositories) are needed as follows:

- (a) Best available general map of a country, suitable for desk use, and having a large number of place names. 10 copies
- (b) Good recent map of each large city. 10 copies of each
- (c) Good recent map of other city in which an American Foreign Service post is located. 10 copies of each
- (d) Good transportation map. 10 copies
- (e) Good road map. 10 copies
- (f) Good railroad map. 10 copies

D. List of Publications and Manuscript Materials

1. Types of Publications

Besides the types of publications indicated in the Summary of Agencies' Requirements, Appendix A, textual items of the types listed below are of interest to one or more of the participating agencies. Geographic coverage desired for these includes the USSR, "satellite" countries, country of Attaché's residence, dependencies of country of Attaché's residence, and other countries for which mapping plans or related information may be available in country of residence.

- a. Volumes or manuscripts that contain especially good maps or unique copies of maps -- even though the text is not of interest.
- b. Map bibliographies.
- c. Bibliographies of geographic publications.
- d. Treaties pertaining to territorial matters, particularly map illustrated treaties.
- e. Material on:
 - (1) Status of national mapping; mapping plans.
 - (2) Laws controlling mapping.
 - (3) Copyright laws.
 - (4) Censorship regulations.
 - (5) Mapping organizations.
 - (6) Map-making institutions.
 - (7) Map collections.
 - (8) Map authorities and mapping experts.
 - (9) New cartographic compilation methods and techniques.
 - (10) New cartographic drafting methods and techniques.
 - (11) Cartographic mathematical tables.
 - (12) Cartographic instruments, materials and other aids.
 - (13) New cartographic reproduction methods and techniques.
 - (14) Map projections.

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- f. Information on programs, status and plans of geodetic surveying in the categories below. (Data, as well as information, on these topics should be collected for the USSR and "satellite" countries.)
- (1) Triangulation, all orders (catalogs, trig lists).
 - (2) Astronomic observations for geodetic purposes (geodetic astronomy) (catalogs, manuals).
 - (3) Gravimetric surveying (catalogs).
 - (4) Leveling, all orders (catalogs).
 - (5) Topographic surveying.
 - (6) Aerial photography for control purposes.
 - (7) Terrestrial magnetism.
 - (8) Topographic map production (coverage diagrams).

2. Individual Agencies' Additional Requirements

a. Army Map Service

The Army Map Service desires information of official changes in orthography and geodetic control data, for areas other than Europe and Japan.

b. U. S. Geological Survey

The U. S. Geological Survey desires geological publications other than maps only when it specifically requests them or when the Attaché is reasonably certain that the Geological Survey will not be furnished with these publications under any other exchange arrangement.

c. U. S. Navy Hydrographic Office

The U. S. Navy Hydrographic Office desires oceanographic material, either textual or graphic.

d. Coordinator for Maps, Department of State (IRC/M)

The Coordinator for Maps, Department of State (IRC/M) desires postal guides, time tables, atlas-like volumes and telephone directories, for capitals and mapping centers.

E. Reporting Requirements

It is the responsibility of each Geographic Attaché to furnish geographic and mapping intelligence for his area of assignment and for colonial areas, and also, using whatever sources are available within his country of operation, to procure geographic and mapping intelligence pertinent to the USSR and the "satellite" countries. The Attaché should prepare such types of reports as together will supply a total mapping picture of the particular country. He should also prepare a monthly report giving a summary of his activities and plans.

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1. Monthly Report

The following outline is recommended, in order to achieve the standardization and completeness of reporting desired:

I. SUMMARY OF ACTIVITIES.

This section should present a clear story of activities conducted during the month and a brief indication of substantive accomplishments. This should not replace normal reporting on agencies, but should merely present a review in brief.

II. STATISTICS.

This section should list number of maps and publications forwarded to Washington.

III. LIST OF FOREIGN SERVICE DESPATCHES AND TELEGRAMS.

IV. STATUS OF FUNDS.

V. CONTACTS.

VI. PLANS.

This section should contain a brief statement about plans for the coming month.

VII. OTHER.

This section can treat of service to the Embassy, problems, or any other items not covered elsewhere.

It is recommended that monthly reports should not be forwarded while a Geographic Attaché is on a trip, but that a single report should be prepared to cover the entire mission.

2. Organization Reports

An organization report should be prepared for each of the following:

- a. Major official and commercial surveying and mapping agency.
- b. Agency which prints or publishes maps.
- c. Agency engaged in aerial mapping activities.
- d. Important center of geographic interest.
- e. Libraries or archives holding maps.
- f. Hydrographic office, with particular attention being paid to its activities apart from its production of hydrographic charts.

Organization reports should be transmitted in despatch form when the information that is contained constitutes a significant, well-rounded report.

If the Geographic Attaché deems a report does not justify formal correspondence, it may be submitted in informal correspondence, preferably on hectograph master sheets.

Most substantive organization reports should be classified CONFIDENTIAL/NOFORN. Information on mapping programs is generally considered CONFIDENTIAL particularly by commercial agencies, and critical evaluations of activities and individuals require the additional NOFORN protection.

Brief reports on very small agencies or on agencies in which mapping is of minor significance may be marked as OFFICIAL USE ONLY if the information included is considered information available to the public. Even reports containing only unclassified information should be marked for OFFICIAL USE ONLY in order not to advertise the over-all nature of the reporting program. Designation of part or parts of classified reports that can be considered unclassified information is helpful. At the time the Attaché prepares this report to send through Foreign Service channels, he should indicate that twenty-five copies are to be furnished to IRC/M.

Normally organization reports should be brought up-to-date by revision every two years, or as soon after the two-year period as possible. The revised report should include the following basic information: 1) Any name changes; 2) Changes in key personnel; 3) Present and proposed programs; and 4) Other changes of significance.

Appendix C, "Organization Reporting Guide" was drawn up for reports on mapping organizations, but may be applied, with some adjustments, to non-mapping institutions also.

3. Personnel Reports

Personnel reports, other than those included in the organization reports, should be furnished only for individuals who are important as sources of significant information, for example, persons who are outstanding in the fields of geography, geodesy or photogrammetry, or persons who are informed in these fields on the Soviet Orb.

4. Aerial Photography Project Reports

Continuing reporting is desired on aerial photography projects, either in progress or planned. Reporting on this activity should not include information on projects covering Western Europe, but it should include projects undertaken in all other parts of the world, including projects done by Western European organizations. If possible, the following information should be reported:

- a. Name of the organization flying the photography and name of the organization for whom the work is being done.
- b. Purpose of the photography, e.g., topographic mapping, resources inventory, or engineering surveys.
- c. Type of photography, i.e., vertical or oblique.

CONFIDENTIAL

- d. Delineation of the area covered, preferably in map form and approximate number of photo exposures. A photo index or flight line map would be especially desirable.
- e. Type of camera used, focal length of lens, flight altitude and scale of photography.
- f. Approximate date of project completion.
- g. Availability of resulting photo negatives, photo prints, mosaics, indexes and maps. Include information on names of organizations holding copies of the material, security and classification problems which affect procurement, and costs, when available.

5. Data on Exchange Organizations

A "Data on Exchange" form is provided to fill as completely as possible and submit, in two copies, with appropriate security classification, for use in the conduct of the exchange.

Give all variant forms of the name of the organization, with indication of the official or preferred form. This information is used in an "authority file", which is an essential tool in the processing of incoming material.

6. Special Reports

Special reports on mapping, geographic, cartographic and photographic intelligence concerning the Attaché's area of assignment and the Soviet Bloc should be submitted by Geographic Attachés, in the form of Foreign Service despatches. For some countries it will be appropriate to prepare reports on one or more phases of the country's mapping.

Many of these reports will be requested by the Department; in any event, the following subjects should be reported wherever applicable:

a. Status of Mapping

A report on status of mapping might show interrelations of official mapping organizations, relate significant private mapping to the mapping picture of the country as a whole, or discuss other factors that involve a number of mapping agencies.

The status of aeronautical charting within the country should be reported, including information on aeronautical charting activity or lack of activity, identity of aeronautical charts that are in use in countries that do not produce their own, and possibility of future production of aeronautical charts. (For some countries, this information should be made a part of an organization report.)

b. State Mapping Programs

These reports may be prepared for countries in which mapping has developed on a state basis, but in which the mapping organizations are not important enough to justify separate organization reports.

The following data should be covered:

- (1) Name, address and types of agencies.
 - (2) Listing of published materials available.
 - (d) Summary of current and future programs.
- c. Civil Administrative Divisions
 - d. Boundary Problems and Changes
 - e. Cartographic Developments
 - f. Projections
 - g. Place-name Information
 - h. Transportation (electrification of railroads, construction of new roads or railroads, canalization projects)
 - i. Mapping and Copyright Laws that Affect Map Production
 - j. Reports of Conferences in Geography and Related Fields
 - k. Sources and Source Materials for Geographic Information (other than those for which organization reports are prepared)
 - l. Other Locational Data, as requested

IV. Procurement of Maps, Publications and Information

A. Sources

Maps, map materials, publications, and information may be obtained from official and commercial mapping agencies, scientific and educational institutions, book stores, libraries, societies, foundations, and firms, such as oil companies, that do mapping in connection with their operations.

Maps and related materials are procured as gifts, by purchase, or in exchange for materials issued by the United States Government.

B. Procurement by Purchase

1. Central Fund

Purchases of maps for the Army Map Service, the Central Intelligence Agency, the Library of Congress and the National Security Agency are made from a "central" Departmental fund with each of these agencies contributing in proportion to their anticipated purchases.

Allotments of funds from the Central Fund are made to Foreign Service posts for the purchase of maps and related publications. Such allotments

shall be administered in accordance with Foreign Service regulations and shall be available for use at the direction of the Geographic Attaché or other appropriate officer at the post. When funds have not been made available or are insufficient for purchase of desired maps and related materials, the post should notify the Department of the amount required. If notification is sent by operations memorandum, the subject assigned should be "MAPS". Geographic Attachés will be notified whenever such an allotment is sent to a post within their area, and of the amount sent.

These allotments will be supervised by the Financial Officer at the post, in accordance with Foreign Service regulations. When appropriate, these allotments are also made available to the Publications Procurement Officer.

The funds may also be used, if necessary, for manuscript work, reproduction materials, and for defraying the costs of map shipments by freight. Such expenditures shall be stated on Form FS-477.

In the Department, the Coordinator for Maps is required to submit quarterly reports to the contributing agencies showing the amounts spent for each agency. These reports must conform to the vouchers sent in from each post, and it is the responsibility of the Geographic Attaché to provide the breakdown by agency for each voucher. This is comparatively easy if each transmittal list is based on one vendor, shows distribution of cost by agency, and is then tied to the proper voucher. After the vouchers have been reported to the Department, the Geographic Attaché should report separately the number, date and amount of each voucher and the transmittal lists involved. Under no circumstances should material listed on one transmittal involve more than one voucher.

2. Administration of Funds in Post

The following is a description of the fiscal procedures in a large Embassy as they relate to the handling of map purchases.

Form FS-455, Purchase Order, Receiving Report and Voucher, is prepared in multiple copies in the purchasing office (in this case, the office of the Geographic Attaché) and is signed by the Procurement Officer. Each item must be listed and the amounts are shown in local currency. The purchasing office sends the FS-455 to the Accounting Unit of the Fiscal Section, keeping office copy.

The Accounting Unit fills in the appropriate notations under Availability of Funds indicating also the estimated amount in dollars. The estimated amount is entered as an obligation on the appropriate ledger account. A copy is detached and sent to the Department and the FS-455 is forwarded to the Voucher Unit. The Voucher Unit checks the form carefully, sends a copy to the vendor, sends two copies to the purchasing office and holds the other copies in file.

When the items are received in the purchasing office the receipt is certified on the appropriate copy by the receiving officer and it is returned

to the voucher office. Further action awaits the receipt of three copies of an invoice from the vendor.

The Voucher Unit then verifies amounts and authorizes payment sending the FS-455 to the Accounting Unit, and retains the copy showing receipt of materials for its files.

The Accounting Unit then posts in the ledger the amount to be paid, liquidating the previously noted obligation, and prepares FS-477 form which is sent to the Department. The FS-455 form is then sent to the Disbursing Officer who mails the check and a copy to the payee, files his copy and sends the original copy as the voucher to the Department.

Variations: The above procedure is the one followed for most purchases, but may well be varied by the Geographic Attaché with the approval of the Fiscal Officer because of the nature of most of his orders. When materials are received the FS-455 may be made up, marked as a confirming purchase order, the receipt of materials certified, and the copies of the invoices attached before the form is sent to the Accounting Unit.

Time: The time required for the complete transaction may take from two weeks to two months. At the end of the fiscal year the delay in receiving reports on expenditures by FS-477 makes it imperative that copies of FS-455 be in the Washington fiscal office so that books can be closed at the end of July.

The Geographic Attaché should discuss with the Budget and Fiscal Officer any problems requiring the advance of funds or the use of funds allocated to post of residence for purchase of items in another country.

3. Use of Purchase Arrangement

Automatic purchase arrangements are helpful in many instances in providing for 1) obtaining as issued the maps of one publisher, and 2) obtaining from a book dealer commercial maps as published. However, in purchasing large quantities of commercial maps, possibilities of receiving discounts on direct purchases should be investigated.

4. Purchases for Agencies Not Contributing to the Central Fund

Materials known to be needed by agencies other than IRC/M, the Army Map Service, the Library of Congress and the National Security Agency may be purchased with IRC/M funds if the purchase price is comparatively small. For larger purchases the matter should be referred to IRC/M.

C. Procurement by Exchange

1. Type of Exchange

Procurement by continuing exchange provides a desirable method for procurement when a foreign agency 1) has a substantial number of worth-while items for exchange, and 2) has an active interest in receiving on exchange

the items that can readily be furnished to it. Unless these two circumstances are present it will be more economical to purchase an agency's maps than to procure them by exchange. In some cases an agency with insufficient production to justify a continuing exchange may prefer not to sell its publications but to receive items on a "spot exchange" basis each time the agency is visited by the Geographic Attaché, or on the basis of specific requests. For such exchanges we need no documentation other than such explanation the Geographic Attaché may wish to include in an informal letter.

2. Negotiation and Maintenance of Exchanges

Exchange arrangements should be informal and adapted to the needs of the participating agencies. Terms for the exchange will normally be developed in conversations which reveal mutual gains. Exchanges should include provision for all the American agencies participating in the inter-agency program. Normally only the Department of State and the Library of Congress are named participants.

No formal agreement should be drawn up. However, a letter should go to the foreign mapping agency confirming conversations, enclosing a copy of proposed administrative procedures and requesting a reply confirming the exchange arrangement.

Geographic Attachés should confer with appropriate officers of the mission regarding the suitability of specific contemplated exchanges. Letters being written to foreign agencies must be cleared with the mission.

When feasible, the Attaché will be supplied with a country "want list", showing coordinated U. S. Government requirements, for his use in his initial arrangements with the foreign agency.

On occasions when the Attaché is uncertain of the needs and preferences of the Washington agencies for maps that are available, as much as possible of the following information should be forwarded to IRC/M:

- a. Samples and indexes, if available; if not, a brief description of the content or the principal features of the maps.
- b. Authority.
- c. Scale.
- d. Date. (at least approximate).
- e. Exact title.
- f. Number of sheets.
- g. Cost.

If a telegram is sent to save time, an airmail letter giving more detail should also be sent to IRC/M.

Classified material: In case a foreign agency imposes a security classification on any of the material it furnished on exchange, it may be assured that this classification will be maintained by the American agencies.

The Geographic Attaché should make sure that exchanges are operating satisfactorily each time he revisits the agency. For example, the value of the exchange to a foreign agency may be greatly increased by a change that will provide the agency with up-to-date technical information.

3. Material Available for Use on Exchange

The Attaché should try to obtain a list of the foreign agency's desires, based on catalogs of available United States publications. The Attaché should comment on the suitability of the material being sent to him by IRC/M, so that future shipments may be adapted to the local needs.

Government publications being requested should be cited with title and Superintendent of Documents' catalog number. Having this number stated greatly facilitates the ordering and transmittal of the publications. Long titles may be abbreviated.

U. S. Geological Survey topographic map sheets: When the foreign agency wishes, and its quantity of production warrants, automatic distribution can be made of the Geological Survey's topographic map sheets, as they are published. However, the Survey can provide, for agencies which are interested in sample sheets, a "Set of One Hundred Topographic Maps Illustrating Specified Physiographic Features" or a smaller group of 25 maps selected from the above set.

It may be necessary to reassure some of the agencies of the fact that they will not be held to a strict piece-for-piece accounting in the exchange of these map sheets.

Maps issued by agencies other than the Geological Survey cannot be furnished on an automatic basis.

A list of selected commercial publications that are available on exchange has been compiled ("List of Periodicals and Publications Available on Exchange"). These selected publications may be furnished to agencies that cannot readily be satisfied with the United States Government publications that are available to them. Although there are no hard and fast restrictions on the use of the commercial publication for exchange, these should not be furnished except in exchange for material roughly equivalent in value.

No classified material is offered on exchange.

In the distribution of geodetic control information, aeronautical charts, and instrument approach and landing charts, the following limitations are to be observed:

- a. Geodetic control information on Alaska will not be sent to foreign agencies.
- b. Aeronautical charts of Alaska or of Canada north of 60°, if on scales larger than 1:500,000, will not be sent to foreign agencies.

- c. Aeronautical charts of Alaska or of Canada north of 60° on 1:500,000 scale will be sent only on specific request made by an agency which is in a very friendly country.
- d. Aeronautical charts of Alaska or of Canada north of 60° on 1:1,000,000 scale will be sent only on specific request.

Materials other than maps and publications cannot be readily provided on exchange. The need for such items as scribing tools, acetate and inks by some foreign mapping agencies suggest these as desirable exchange items. However, the exchange program is not geared to supply these materials and relatively inexpensive items may create major problems. Samples of cartographic materials can be supplied and ozalid paper can be sent when it cannot be obtained locally. New types of materials and instruments can sometimes be supplied in cases where critical maps cannot be obtained by normal purchase or exchange procedures.

Aeronautical charts of the U. S. on 1:250,000 scale will be available as sample sheets, but will not be available on regular exchange.

Aeronautical charts of the U. S. on 1:500,000 and 1:1,000,000 scales will be available on exchange.

Hydrographic charts of Alaska on large scales, issued by the U. S. Coast and Geodetic Survey, will not be sent to foreign agencies.

Army Map Service series at scale 1:250,000 and larger will not normally be supplied on exchange. Specific requests may be forwarded to IRC/M for review by ACSI.

Information on the system of map cataloging used by IRC/M is not available at present. There are no old (nor up-to-date) cataloging manuals available to send.

a. Reporting Action Taken

In order that the Embassy, as well as IRC/M, may keep informed on the status of the exchange, the Geographic Attaché should leave copies of his and the agency's letters in the Embassy's files, as well as send copies to IRC/M.

Commitments made for maps to be furnished to a foreign agency should be brought clearly to the attention of IRC/M for action (not merely mentioned in passing).

When the interviews with an agency have been completed, the Attaché should fill in the form "Data on Exchange Organizations" and send it to the Department -- if possible, to accompany the copy of his letter setting up the exchange. It is intended for continued use in IRC/M's files (Procurement Branch).

Lists of maps furnished on exchange to a foreign agency by the Attaché are needed, so that records of the exchange may be kept straight.

Titles of catalogs, price lists, etc., left with a foreign agency should be given to IRC/M, so that no duplicates will be sent to the agency from IRC/M.

b. Avoiding Infringement on Existing Exchanges

No infringement should be made upon exchanges known to be already in operation, without prior clearance being obtained by IRC/M from the American agencies that are concerned. It is planned to inform the Geographic Attaché of each such arrangement in his area that may affect his procurement.

The Library of Congress has its own channels for procurement of textual publications, and is designated in a number of international agreements as the recipient of publications exchanged by agencies of the respective foreign governments. In a few cases the publications exchanged include maps.

The Department of the Army's Assistant Chief of Staff, Intelligence (ACSI), has developed a program of exchanges for the Army Map Service, with military mapping agencies in other countries. These arrangements are framed to provide maps (some of them classified), geodetic information, publications, expendable supplies, aerial photography, reproduction materials, and reciprocal rights to reproduce maps. The Geographic Attaché should give as much cooperation as possible to the Army Attaché in arranging these AMS exchanges.

In cases where the AMS agreement with an agency does not provide for the needs of all the government agencies, it may be advisable to make a parallel arrangement with this agency for the Department of State and the Library of Congress. This additional exchange arrangement will have as one "selling point" the foreign agency's privilege of selecting from the wide range of United States publications that it can receive through LC's participation.

Instructions to Army Attachés and other representatives are set forth in the UNCLASSIFIED "Intelligence Collection Memorandum Number 35, entitled "Collection of Maps and Map Information," issued by the Office of the Assistant Chief of Staff of the Army, 14 September 1951, in 7 type-written sheets.

AMS undertakes to keep Army Attachés informed of Department of State exchanges that are active within their areas.

The Department of the Air Force, on behalf of its Aeronautical Chart and Information Center, carries on a limited number of foreign exchanges, normally administered by the Air Attaché who is stationed in the country. Aeronautical information and charts are exchanged.

ACIC undertakes to keep the Air Attachés informed of Department of State exchanges that are active within their areas.

The Department of the Interior's Geological Survey maintains exchanges of geological publications with like organizations in other countries.

The U. S. Navy Hydrographic Office carries on exchanges with like organizations in other countries. Hydrographic charts, and in some cases, navigational aids such as "Notices to Mariners" and sailing directions, are exchanged.

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D. Procurement by Gift

The Geographic Attaché should acknowledge, promptly if possible, the receipt of a gift from a foreign agency. Otherwise, he should indicate that IRC/M should make the acknowledgment. The Library of Congress and the Geological Survey both wish the source of all gift materials to be clearly indicated, so that they may make acknowledgments to foreign agencies in their customary manner.

E. Procurement by Reproduction

Occasionally maps, indexes, and aerial photography plots may be available only on a reproduction basis. Ozalid reproduction should be arranged by purchasing paper locally if possible. If this is not possible, ozalid paper can be sent from the United States. In cases where many copies of each map sheet is needed, reproducible ozalid paper has reduced the work of the agency and reduced the shipping problem while facilitating the making of the necessary number of copies in Washington.

Single-copy index maps that are sent in by Attachés must usually be reproduced in order to obtain sufficient copies for distribution to other agencies. Wherever possible, manuscript index maps should be prepared to allow direct, and clear, black-and-white reproduction. Shading, lining and cross-hatching reproduces well, whereas colors do not. An index done in color must either have shading or lining added prior to reproduction; otherwise, a coloring job has to be done on the photostatic copies. The use of shading, lining, etc., in manuscript index maps that are submitted, is appreciated.

V. Transmission of Maps, Publications and other Information to the Department

A. Use of OM's, Despatches, Letters, Telegrams

Attachés should choose modes of communication according to content. Recommendations are indicated as follows:

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<u>Content</u>	<u>Type of Communication to be Used</u>
a. Professional aspect of the program.	Letter to IRC/M; Foreign Service despatch.
b. Urgent matter.	Telegram.
c. Announcement of departure from post, or arrival at another post, if deviating from previously announced plans.	Telegram.
d. Official administrative matters, including travel, funds, change in area.	Foreign Service despatch; OM in routine case.
e. Transmittal list.	Enclosure to OM or to letter.
f. Summary country report.	Foreign Service despatch.
g. Organization report on important Government or commercial mapping agency.	Foreign Service despatch.
h. Organization report on minor organization, quasi-cartographic agency, university geography department, etc.	Official-Informal letter.
i. "Personnel report."	Enclosure to OM or to letter.
j. Monthly report.	Foreign Service despatch.
k. "Data on exchange organization for the Procurement Branch"	Enclosure to letter to IRC/M.
l. Request for maps for the post.	OM.
m. Personal matter.	Personal letter.
n. Matters not clearly under any of the above heads.	Official-Informal letter.

The Department's formal channels should be used for transmitting current information that is likely to be of interest to officials in the intelligence areas. Information submitted in the form of a telegram or despatch passes through the Department's reading panel, and is picked up by representatives of the intelligence areas, while informal letters and OM's are not generally distributed outside the mapping services.

When it is apparent, after careful consideration, that the information to be reported is of a current nature, and has wide-spread interest to intelligence officers, this information should be reported through formal channels.

B. Content of Communications

1. Itinerary

IRC/M should be kept currently informed of the Attaché's itinerary, the possible date of departure from a post, and later, the date actually set. The Attaché's arrival at another post should be announced by a telegram if it differs appreciably from the previously planned date.

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2. Obstacles

IRC/M should be informed of any serious obstacles to the Attaché's successful operation.

3. Time Required

IRC/M should be informed if a further allotment of time is needed for a certain project or in a certain post, or if the Attaché's current assignment is too heavy.

4. Irregularities in Delivery of Mail

Irregularities occurring in either direction in the matter of correspondence or transmittals should be called to IRC/M's attention.

C. Enclosures

Enclosures should be numbered. All enclosures should be listed in brief terms at the end of the communication. Papers, such as receipts or copies of letters, should be made enclosures to OM's or to letters (but should not be entered on transmittal lists).

D. Classification of Communications

Classification should be assigned in accordance with current Department of State provisions. Classification should be stated at the top and bottom of each page.

Communications should be drafted with the probable specific consumers in mind. AMS, ACSI, ACIC, NSA and USNHO will get appropriate material of any classification through "Secret". LC, Int/G and some other agencies will not receive material classified "Confidential" or higher. Including unclassified information in classified letters may hinder distribution of the letters to interested agencies.

E. General Procedures in "Official-Informal" Correspondence with IRC/M

Letters for IRC/M should be marked "Official Business-Informal" and sent by diplomatic pouch, addressed to Dr. Arthur L. Burt, Coordinator for Maps, Department of State, Washington 25, D. C.

All official informal letters to IRC/M should be brought into an appropriate numbering sequence, preferably to include: 1) the Geographic Attaché's initials, 2) the name of the country concerned in the procurement, 3) the letter L, and 4) the number of the official letter within the numbering sequence for that country. (Example: ABC-France-L-4)

Material should be grouped under main topics, as "ITINERARY," "FUNDS".

Where conditions permit it, letters and memoranda for IRC/M should be sent on hectograph master sheets, to be reproduced in the home office.

(Carbon copies can be prepared in the same typing operation, for the Attaché to retain, or for the Embassy's files.) One carbon copy should be sent with the hecto master.

Separate letters should be written for matters that are of interest only to IRC/M, or only to another agency. (This permits IRC/M to send copies of Attachés' letters to other agencies without including material that is not of concern to these agencies.)

Wherever feasible, data on a single matter should be put into a single letter, rather than divided among two or more letters. However, where information needs to be sent without delay, it should be forwarded even though still incomplete. In the later letter which relates to it, specific reference to the first letter should be made.

Geographic Attaché letters normally receive a fairly wide distribution and the wording should be formal enough not to reflect on the writer or the program. Letters which the writer feels should have very limited distribution should be so marked.

Reference to this informal correspondence should not be made in any of the formal communications nor in enclosures to them. These two types of correspondence, and personal correspondence, are to be maintained as three separate channels.

F. Transmittal Lists

Each package of maps and other publications should have enclosed with it a transmittal list entered on the transmittal list form. Two copies of the list should be sent to IRC/M.

The outside of the package and the lists should be marked with the number of the transmittal. This will, of course, be in a separate number series from the letters, and will have the letter "T" before the number, e.g., ABC-France-T-14.

G. Transmitting Copies in One Shipment

When feasible, copies of a single item procured for more than one agency should be sent in one shipment. The separation for distribution to the Washington agencies will be made by IRC/M.

H. Purchased Materials

All purchased materials should be sent to IRC/M.

I. Classification

Designation of the classification should appear on all maps, publications and the transmittals lists enumerating them. The transmittal list must bear the classification of its highest-classified item.

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J. Large-sized Pouches

Under the Postal Convention of the Americas and Spain, effective January 1, 1947, there are restrictions on size and weight of diplomatic pouches, one of which precludes the shipment by pouch of packages that exceed 60 centimeters (about 23 inches) in length. However, for shipment between the United States and countries outside the Western Hemisphere and Spain, there are limited numbers of "size zero" pouches, which normally accommodate articles up to 30 inches long, and, if not too large around, 40 inches long. These pouches can be requested from the Department. They will be sent to the post with instructions for using them in shipping large maps.

K. Freight Packages

If it is necessary to send a package by freight, it should be consigned via Mr. Norman S. Brooks, U. S. Despatch Agency, Baltimore, Maryland. IRC/M should be notified when such a shipment is being made.

Funds allotted for purchase of maps may also be used for the expense incurred in transmitting maps.

Freight shipments should be held to a minimum, because they deplete funds available for purchases of maps, in direct proportion. Expenditures for freight shipment should be reported on Form FS-477.

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APPENDIX A

Approved For Release 2000/05/23 : CIA-RDP63-00314R000100110012-8

February 15, 1960

SUMMARY OF AGENCIES' REQUIREMENTS

Maps	IRC/M	AMS	LC	ACIC	AFCIN	INT/GUSGS	C&GS	USNHO	SA
Airfields				2				1	
Aviation.	2	2	1	3				1	
City Plans									
1:5,000 and smaller	2	3-5 ^a	1	El					1
When above scales are not available									
1:2,000 to 1:5,000.	2	3	1						
Larger than 1:2,000		1	Info						
Communications and Transportation	2	5 ^b	1 ^c	El					1
General maps of a country in 1-2 sheets	2	4	1 ^c	El		1			1
Geology			1 ^c				2		
Special subjects other than above	2	2	1 ^c						1
Topo series (See want list)									
Smaller than 1:1,000,000.	2	4	1 ^c			1			1
Smaller than 1:300,000 to 1:1,000,000	2	5 ^b	1 ^c	Per		1	Sam-	Sam-	1
1:100,000 to 1:300,000.	2	5 ^b	1 ^c	want		1	ples	ples	1
1:20,000 to 1:100,000	2, if	5 ^b	1 ^c	list					
basic									
Larger than 1:20,000.		1	Info						
Uncommon types of Relief Maps	1	1	1				1		
Maps of Sky and Moon.	2	1	1						
Other Publications									
Atlases	2	2 ^d	1	El		Info		Info	1
Bibliographies for map materials.	1	1	1	1		1	1		
Boundary studies.	1	2	1	1					1
Cartographic aids and equipment, Lit. on.	1	1	1	1			1		
Gazetteers.	2	5	1	E2	Info	El	Info	Info	1
Glossaries.	2	5	1	E2	Info	1		Info	1
Graphic representation on photo coverage.	1	1		1	1				
Guide books	1	1	Info	Info	Info	Info			1
Linguistic aids	1	2		1		1		Info	1
Map publishers' catalogs and index maps	2	3	3	1		1	1	1	1
Map signs and symbols sheets.	1	3	1	2		1	1		1
Mapping agencies - Annual reports,	1	1	1	El			1		
Accessions lists, Histories, etc.									
Oceanographic publications.							1	1	
Photo. equipment and techniques, Lit. on.	1	1	1	1			1		
Pilot handbooks (air), and amendments				1					
Pilot and sailing directions for country									
of issue.	1	1				1			
Place-name lists.	2	3	1	El	Info	2		Info	1
Place-name changes.	1	1	1	1	Info	1		Info	1
Territorial claims studies.	1		1	El					1
Information on Availability Only									
Atlases, old.			v						v
Dictionaries, Foreign-English	v	v	v	v	v	v	v	v	v
Directories, Yearbooks, Gov't. Manuals.	v	v	v	v	v	v	v	v	v
Geographic Journals	v	v	v	v		v	v		
Old maps.			v						
Insurance maps (e.g., Sanborn types).		v	v		v				

a - Depending on significance

b - 3 for West Germany

c - 2 on USSR

d - General and Physical only, 1 if

Economic

E - Exchange

Areas of interest to NSA

1. Sino-Soviet Bloc

2. Mainland Asia and Indonesia

3. Africa south to the equator, including
Belgian Congo and Tanganyika

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APPENDIX B

REPRESENTATIVE LIST OF SPECIAL SUBJECTS

I. Physical

- A. Vegetation
- B. Soils
- C. Terrain
- D. Oceanography
- E. Climate

II. Economic

A. Resources

1. Water Supply

- a. Irrigation (where an outstanding area feature)
- b. Wells and water holes in arid areas
- c. Perennial and intermittent drainage
- d. Dams, locations (not details)
- e. Reservoirs (with elevations, locations and aerial dimensions)

2. Minerals

3. Forests

4. Water Power

B. Land Use

C. Crops

D. Industries

1. Mines and quarries

2. Power plants and transmission lines

3. Oil installations

4. Plantations and community farms

5. Miscellaneous installations (urban and isolated)

E. Transportation and communications

1. Airlines

2. Railroads

3. Roads

4. Aerial ropeways; cogways

5. Tramways; street railway lines

6. Bus lines

7. Waterways

8. Pipelines (oil, gas, water)

9. Telecommunications

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APPENDIX B

F. Trade

G. Fishing

III. Political

A. Administrative or political divisions

B. Territorial claims

C. Recent history

D. Internal security installations (police, frontier control, labor camps)

IV. Sociological

A. Population

B. Occupation

C. Employment

D. Religion

E. Nationality or racial characteristics, ethnic, tribal

F. Movements and concentrations of people (including labor and refugee camps)

G. Diseases and medical centers

V. Military Maps

Trafficability or "going-maps"

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APPENDIX C

ORGANIZATION REPORTING GUIDE

I. Identification Data.

- A. Country - date of report.
- B. Name of agency in official language and in English, and abbreviations used.
- C. Address and telephone number. Indicate location on city plan or sketch map.
- D. Type (whether commercial, private, government or other).

II. Descriptive Data.

- A. History - major steps in development, including dates and changes of name. Give names in the local official language and in English.
- B. Mission and functions (relation with military or with other mapping agencies).
- C. Organizational structure.
 - 1. Describe the internal organizational structure and give exact titles of components and related units in local official language and in English.
 - 2. If possible, the organizational chart should include strength figures (military and civilian) of each element after each division, branch and section. Also include mobilization manpower figure.
 - 3. If the organization is a government organization or a mapping branch of a large commercial company, indicate subordination, describing its position, authority and influence in reference to the official or the over-all structure to which it belongs.
- D. Plant layout and storage facilities. Indicate type of construction and include floor plans and photographs.
- E. Key persons.
 - 1. Give full name; official position.
 - 2. Define the individual's importance in determining policy and in directing work within the organization. Indicate responsibilities, if any, relative to topographic maps or mapping.
 - 3. Give other pertinent biographic data.
- F. Equipment - Type, quantity, and efficiency of equipment presently in use. Anticipated future changes in type, quality and quantity.

III. Analysis of operations

- A. Describe accomplishments, and present and proposed programs.

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APPENDIX C

1. Production (types of material produced, such as maps, control data, photography, or miscellaneous publications giving titles, scales, subject content, coverage), and estimate of organization's potential production. Target dates for completion of present and proposed programs.
 2. Surveys and compilation (ground control, air photography, photogrammetry, status, progress, plans).
 3. Areas mapped (countries, specific sites).
 4. Coordination and contract relationships (with local map agencies and with agencies of other countries).
 5. Plans or active programs to change scale, projection, grid, sheet format, spheroid, datums, specifications, etc., and dates the operation is to be initiated and/or completed. (Information is also desired on the currently used projection, grid, sheet format, etc., if not self-evident from maps or other publications procured.)
- B. Describe the factors affecting quality, productivity and capacity.
1. Compilation sources.
 2. Surveys (including ground control, aerial photography, and field checks).
 3. Reference collection (foreign maps, domestic maps, aerial photographs and texts).
 4. Techniques and methods.
 5. Equipment (surveying, aerial photographic, photogrammetric and reproduction equipment, including country of origin, names of manufacturers, number of machines and their condition).
 6. Training to include:
 - a. Type (basic, advanced, and on-the-job).
 - b. Subjects taught.
 - c. Organization and number of instructors for each subject taught.
 - d. Processes and techniques.
 - e. Facilities and equipment.
 7. Personnel (number, training, supervision)
 8. Indicate their interest and effort expended on research and development in mapping and projects underway. Forward any pertinent publications as available. This applies to equipment and techniques including automation of processing data.
- C. Explain organization's customary reference line, in border of map.
1. Standard practices of indicating dates and editions for original maps, new editions, revisions and reruns.
 2. Significance of terms "new edition," "revision," and "rerun," in relation to new compilations, revision of information and corrections.
 3. Obscure symbols and markings used on maps that relate to dates, coverage and validity.

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APPENDIX C

D. List major publications of the organization. Major publications include, but are not necessarily limited to the following:

1. Maps, charts, and plans.
2. Bulletins on techniques and methods of mapping.
3. Map catalogs.
4. Reports on status or progress of mapping programs.

Information on the existence and availability of these publications is most important. Relative to the existence of periodical publications, the following information is required: exact title, publisher, number of back issues available, and interval of issue.

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